**JOB DESCRIPTION**

**REGENERATION AND NEIGHBOURHOODS DEPARTMENT**

**JOB TITLE:** EMPLOYMENT LINK WORKER (21 HOURS PER WEEK)

**DIVISION:** ECONOMIC REGENERATION

**GRADE:** BAND 8

**RESPONSIBLE TO:** PROJECT CO-ORDINATOR

**POST REFERENCE:**  SR-107032

**Purpose of Post**

Increase the number of people with a disability and/or learning difficulty (LDD) or a mental health problem to enter into education, employment, training or volunteering.

To find, access and maintain paid and unpaid employment opportunities for Working Age Adults with additional needs. In particular, focusing on full time, paid work which may additionally result in income being generated for Hartlepool Borough Council

To facilitate the social inclusion of people with disabilities/ additional needs

To assist in working closely with other agencies to enable consistent and integrated services for people with disabilities and Mental Health issues.

Outcomes required for the role are:

* Adults with learning difficulties or disadvantaged unemployed adults aged 18 - 69 will be supported into employment. 18 people per year
* Disadvantaged people (with mental health issues/learning difficulties) will be assisted to progress into volunteering, permitted earning, employment and/or training. 20 per year
* Adults receiving secondary mental health or with physical disabilities, aged 18+ and on CPA will be supported into employment. 26 per year
* Disadvantaged people (as above) will confirm they have reduced isolation through their attendance at WTA.100 per year
* Disadvantaged people (as identified above) will access therapeutic support from WTA staff. 100 per year

**Key Relationships**

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representatives groups and working with Elected Members as appropriate.

* Disability Employment Advisors
* Hartlepool Working Solutions
* Job Centre Plus/DWP
* Employers
* Families and carers
* Service users
* Colleges
* Other Council Departments

**Liaison:**

* Head of Service
* Statutory and Independent Sector Agencies
* Social workers
* Provider Services Staff
* Health Professionals

**Main Duties and Responsibilities**

1. To identify working age adults with additional needs with the support of other professionals, who wish to access employment The work may result in additional income being generated for Hartlepool Borough Council
2. To work with an allocated case load ensuring individuals receive the correct service provision.
3. To work in partnership with others to assess and review people’s expressed needs, rights, risks, strengths, responsibilities and resources.
4. Arrange job tasters for individuals as a follow up to job awareness sessions as and when required.
5. To monitor and evaluate each job/placement within agreed departmental policies/procedures.
6. To undertake vocational profiling within a person-centred planning framework including job analysis forms.
7. To undertake job awareness sessions to help develop self determination and informed choice.
8. To match individuals with jobs.
9. To job find and prepare/support the individual through the application/interview process.
10. To carry out health and safety risk assessments on all voluntary and permitted earnings placements; as well as undertaking site assessments and specific preparation for employment once the individual has obtained a job including identifying specific training needs and acting on them.
11. To facilitate and support the transition to employment in a manner which facilitates social inclusion and integration and to avoid segregation within the workforce.
12. Provide short term support to clients (In the workplace) once they have moved into employment (maximum of 6 weeks);
13. Carry out a review of client and employment after 6 weeks;
14. To ‘transition’ individuals to ‘natural’ work supports as relationships develop.
15. To ensure good communication exists with services users, carers, other professionals and employers.
16. Support clients to access appropriate education and training opportunities as well as other specialist provision (such as Mental Health Support Services) to enable service users to become more employable and to function and participate to their optimum level.
17. To organise employment focused training sessions for working age adults
18. To work in partnership with other workers and agencies to identify, and report any risks of harm and abuse.
19. Support clients with transport information when moving into work
20. To keep appropriate record(s)/Database
21. The post holder will follow any procedures in relation to key areas of security, including buildings, information governance and data protection principals.
22. To work flexibly to respond to the needs of both individuals and the wider services; this may include evening or weekend work or working to a roster.
23. To follow all relevant statutory policy Codes of Practice and Procedure Guideline requirements.
24. As part of your continuous professional development, you will update your field of study to reflect client specific conditions such as, (but not limited to) Mental Health, Autism. Learning and Physical Disability, Sensory Loss, Dementia (Working Age Adults) and Older People
25. Above all, to ensure a positive person-centred approach which promotes participation, social inclusion, enabling the person to gain self determination, and to exercise informed choice.
26. The post holder will undertake any other duties reasonably required.

**Fixed term contract initially for 12 months but could be extended until December 2020 as BIG Lottery funding has been secured for this period.**

**Changes**

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 22nd December 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**